

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Huntsville, AL		1. Agency Position No. NL09646						
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests					9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code 14-08		14. Agency Use						
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. U.S. Office of Personnel Management																	
b. Department, Agency or Establishment																	
c. Second Level Review																	
d. First Level Review		PLANS, PROGRAM AND PROCUREMENT OFFICER				GS		301		14		JMS		1/15/95			
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY						c. Third Subdivision OFFICE OF THE PM, ITTS (PM ITTS) (I)											
a. First Subdivision ARMY MATERIEL COMMAND (AMC)						d. Fourth Subdivision TARGETS MANAGEMENT OFFICE (TMO) (IQ)											
b. Second Subdivision STRICOM						e. Fifth Subdivision											
Employee Review—This is an accurate statement of the major duties and responsibilities of my position.						Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor John R. Somsel, Dir TMO						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature <i>Lorraine Phillips</i> Date <i>8 Mar 95</i>						Signature _____ Date _____											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS, ADMIN ANAL GEG, 08/90 USOPM PCS, GS-343, 08/90 USOPM PCS, GS-301, 01/79											
Typed Name and Title of Official Taking Action JAMES M. SKURKA, Deputy to the Commander						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature <i>JMS</i> Date <i>9 Mar 95</i>																	
23. Position Review		INITIALS		DATE		INITIALS		DATE		INITIALS		DATE		INITIALS		DATE	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
* Remarks																	
POSITION IS AT THE FULL PERFORMANCE LEVEL BUS: 7777																	
25. Description of Major Duties and Responsibilities (See Attached)																	

PLANS, PROGRAMS AND PROCUREMENT OFFICER
GM-301-14

MAJOR DUTIES

Serves as Chief, Business Management Office, Targets Management Office (TMO), Project Manager, Instrumentation Targets and Threat Simulators, US Army Simulation Training and Instrumentation Command. In this capacity, incumbent is the principal advisor to the Director, TMO, and the TMO Division Chiefs on TMO business management matters to include resource management, acquisition and production management, and review and analysis. The operations of the TMO are unique in that they consist of continuous and overlapping phases of the life cycle. These include development of new targets for emerging weapon systems, reprocurement of targets supporting training and missile lot acceptance, and phaseout of mature targets no longer required for testing operational systems. Aerial targets management includes approximately 13 active major targets systems, 26 supporting subsystems, and 27 ground support systems. Ground targets management covers programs identified for artillery, heavy armor, light armor, heavy trucks, light trucks, and electromagnetics. These ground programs are rapidly evolving from embryonic stages into major systems and subsystems. These targets systems, subsystems, and ground support systems support U.S. Army air defense weapon systems developers, testers and users worldwide, as well as land combat targets development for the whole Department of Defense (DoD). The incumbent performs the following types of programmatic and managerial activities:

1. Plans and accomplishes the integration of all program planning for all assigned targets and targets support systems, assuring that planning assumptions, rationale, and logic are clearly defined and consistently applies. Assures that acquisition strategies for the aggregate of assigned targets and targets support systems optimize economies of scale and consolidate like procurements where desirable and feasible. Establishes policy guidance for the organization based on higher echelon guidance, aggregate program requirements, established TMO policy and procedure, and interrelationships among programs. Oversees the Planning, Programming, Budgeting, and Execution System (PPBES) for all assigned targets and targets support systems and integrates same into the Department of the Army (DA) budget submission and long range plans. Manages the development of manpower requirements and staffing plans, the internal operating budget, and business management operating procedures and policies. Develops near-term and long-range aggregate programs and plans for the accomplishment of the TMO Business Management Office mission and functions. Resolves unanticipated, unprogrammed requirements, shortfalls, and other management problems. Plans, organizes, controls, coordinates, reviews and approves the effort of large groups of industry and Government personnel engaged in procurement and production activities in support of various targets and weapon system programs.

Integrates all acquisition planning for assigned targets, weapons, and support systems. Assures that acquisition strategies optimize economics of scale and consolidate like procurements where desirable and feasible. Reviews acquisition strategies and actual contractual actions. Develops long range procurement objectives to support the total system acquisition cycle; prepares procurement plans and presents to higher authority; monitors the activities delineated in the plans for assigned activities. 20%

2. Directs and controls TMO financial management, acquisition and production management, and review and analysis. Assures that appropriate planning, programming, budgeting, and contracting resources are allocated to accomplish internal TMO operations and tasks. Maintains comprehensive awareness of financial management, acquisition management, and program analysis and evaluation techniques, practices, policies, and procedures. Ensures adherence to schedules and priorities; interprets technical policy procedures, and regulations for subordinates; provides technical and administrative advice and assistance as required to resolve problems and maintain continuity of work. Keeps all informed of work progress, changes in guiding policies, procedures and program emphasis, and coordinates adjustment of work priorities and schedules with subordinates to meet the new or changed overall program objectives. Serves as primary TMO point of contact for aggregate financial management, acquisition management, and review and analysis activities with higher headquarters, other government agencies, industry, international military and aerospace agencies and conglomerates, and foreign governments. Develops short and long range plans covering overall programs for procurement and production initiating special programs to cover contingencies or emergencies as they arise. Plans and establishes the technical boundaries of assigned programs to include consideration of user requirements and scope of effort, coordinating with key management personnel in industry and reappraises program plans in light of changes to original requirements. Determines needs for or the desirability of making important or significant program adjustments as necessary. Establishes and ensures adherence to schedules and priorities. Prepares and coordinates secretarial determination and finds. Establishes guidance and monitors preparation of breakout plans. Furnishes basic procurement program guidance to the appropriate procurement activity as required to assure proper planning and contract execution of the procurement program. Furnishes program and policy guidance for preparation of scopes of work and data requirement inputs. Prepares scopes of work and data requirements in a coherent manner that are in compliance with program objectives, procurement policies/regulations, and good business practices. Responsible for technically coordinating scopes of work with contractors. Establishes criteria and prepares Procurement Requirement Packages (PRP) to include all applicable requirements for the RFP/contract such as recommended method of procurement, type of contract, funding, incentive criteria, delivery requirements, design-to-unit-

production-cost requirements, quality assurance, special provisions. Reviews deviations in contractual quality assurance, special provisions. Reviews deviations in contractual requirements from original procurement plan of action and makes recommendations as to advisability of such deviations. Takes appropriate action to direct the incorporation of deviations into overall procurement planning. Directs the preparation of procurement plans in advance for each fiscal year by establishing requirements based on approved budgets. Directs the preparation and monitors the maintenance of up-to-date detailed schedules for parts or components of systems in order to assure delivery of complete systems by a scheduled date. Makes technical decisions and recommendations as to plans and schedules. Reviews the request for proposals to assure a complete picture of the requirements for a future contract is provided in a legal and understandable manner. Receives proposals and bids and directs the analysis as required to determine if proposals and bids meet all original requirements. Coordinates and resolves deviations requested by bidders in the best interest of the government not prejudicial to other bidders. Directs and monitors the analysis and evaluation of all proposals received. Participates in Solicitation and Award Board meetings and presents recommendations based on analysis and evaluations. Technically approves selected contractor proposals. Provides representation when procuring activities are negotiating contracts. Receives draft of the contract or the contract itself after negotiations are complete, checks against requirements, and resolves any discrepancies. 20%

3. Establishes and maintains the TMO management and programmatic check and balance program. Plans, initiates, directs, and coordinates an intensive and comprehensive evaluation program for review and analysis of program budgets, internal operating budgets, program plans, contract performance, Selected Acquisition Reports (SARs), Defense Acquisition Executive Summaries (DAES), Program Management Control System (PMCS) data, and any other areas of program or administrative interest specified by the Director, TMO. Provides for periodic management reviews with the Director, TMO, and Division Chiefs to independently quantify milestones, and to detect in advance potential programs or program difficulties, schedule slippages, or increased program costs in order to ascertain appropriate actions required to eliminate or minimize such issues and maintain required program schedule and cost compliance with established baseline planning. Coordinates actions necessary to correct any indicated programs and tracks such corrective actions until issues are satisfactorily resolved. Searches for aggregate cost, schedule, and contract performance mainstream trends in assigned targets and targets support systems; assures that determinants of positive trends are infused as appropriate in assigned programs; assures that negative trends are thoroughly analyzed, that root causes are clearly established and that corrective actions are recommended to the Director, TMO. Attends meetings and conferences with management officials of the command

organizations and higher echelons to furnish information regarding programs within assigned area, and to acquire needed information or guidance. As a supervisor, the incumbent will establish, implement and monitor internal control procedures in accordance with AR 11-2 and other appropriate guidance or directives. Furnishes top technical consultation, advice, and direction to prime and subcontractors, other Government agencies, etc. to assure accomplishment of program objectives. Attends consultations, technical discussion with engineers, technicians, and specialists relative to Procurement and Production programs, problems involved, and the resolution of complex issues which impact several program elements (e.g., funding, logistics, engineering, etc.). 20%

4. Responsible for the execution of administrative and personnel management responsibilities related to the accomplishment of the mission assigned. Plans organization structure and staffing needs for the Business Office. With the advice and assistance of personnel, manpower, and management specialists, promotes sound position management principles and programs. Ensures that an efficient and economical position structure is established that will provide career and promotional opportunities and skills. Based upon types of positions established, determines qualifications and/or specialized skills required; requests recruitment and/or in-service placement assistance from Administrative Office; interviews applicants referred and makes selection for appointments, promotions, etc. Provides advice and counsel to employees relative to work and administrative matters. Assists employees in preparing career plans. Develops, or participates in the development of work performance standards. Observes employees performance and periodically evaluates employee performance, and/or reviews evaluations made by subordinate supervisors. Identifies developmental and training needs of employees. Provides or makes provision for development and training, consulting with specialists on training needs and deciding on training problems related to organization. Assists employees in improvement of performance and keeps them informed of policies, personnel, and other management programs. Reviews and approves or disapproves requests for leave. Places exceptional emphasis on implementing and administering regulations governing the safeguarding of classified information. Assures that subordinates are trained and fully comply with the provisions of security regulations. Promotes acceptance and adherence to provisions of such programs as EEO, Federal Women's Program, physically handicapped, labor-management relations, and other special emphasis programs. Assures adherence to supply, budget and safety programs and proper application of such programs. Instills in the workforce a desire to improve with special emphasis on such programs as Cost Reduction, Work Simplification, Value Engineering Incentive Awards, etc. Effects minor disciplinary measures such as warnings and reprimands and makes recommendations in more serious cases. 20%

5. Maintains managerial and professional currency through active interactions with top management personnel of higher headquarters, other services, the user, other Government agencies, industry, and academia. Is recognized as an expert in the field of military weapon and support system financial management, acquisition management, and review and analysis. Periodically serves as chairman or member of various panels, conferences, working groups, symposia, and other business committees on a wide range of matters pertaining to the managerial and administrative aspects of weapon and support system program management. Speaks in these forums as recognized authority on acceptable management plans of action, acquisition strategies, new and innovative methodologies, and other similar matters that may be the focus of such ad hoc groups. 10%

6. Incumbent assures that acquisition strategies and competitive plans facilitate full and open competition to the maximum extent consistent with system and mission requirements and the public exigency. 20%

Performs other duties as assigned.

The duties and responsibilities of this position do X or do not _____ require the incumbent to exercise judgement in making or recommending a Government decision or in taking or recommending a Government action in regard to contracting, procurement, auditing, and other responsibilities in which the decision or action has an economic impact on the interests of any nonfederal enterprise. Therefore, the incumbent of this position will X or will not _____ be required to file Standard Form 450, Confidential Financial Disclosure Report.

5. Maintains managerial and professional currency through active interactions with top management personnel of higher headquarters, other services, the user, other Government agencies, industry, and academia. Is recognized as an expert in the field of military weapon and support system financial management, acquisition management, and review and analysis. Periodically serves as chairman or member of various panels, conferences, working groups, symposia, and other business committees on a wide range of matters pertaining to the managerial and administrative aspects of weapon and support system program management. Speaks in these forums as recognized authority on acceptable management plans of action, acquisition strategies, new and innovative methodologies, and other similar matters that may be the focus of such ad hoc groups. 10%

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FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION.

Extensive knowledge of cognizant business operations/planning to include resource management (monetary and budget), acquisition and production management, and review and analysis, as well as exceptional managerial know how and administrative ability.

Ability to coordinate program efforts both internal and external to STRICOM, and the insight to consider internal relationships and outside factors in making decisions.

Ability to create and apply new developments and approaches to obstinate problems not readily susceptible to resolution by past procedures and practices.

Ability to analyze problems and create basis for action through understanding of cause and effect relationships, many being heretofore unencountered.

Incumbent must possess a high degree of skill in both oral and written communications.

FACTOR 2. SUPERVISORY CONTROLS.

Works under the general direction of the Director, TMO, guided only by broadly defined programmatic and administrative objectives. Incumbent has extensive freedom in planning, implementing, directing, controlling, and accomplishing tasks; assigning new work; evaluation performance of subordinates, and exercising leadership. Work is evaluated for fulfillment of TMO business objectives; the end effect of programmatic and administrative advice and influence, and in terms of the incumbent's effective accomplishment of assigned functions. Complies with broad policies and guidance established by the Director, TMO, and applicable policies procedures.

FACTOR 3. GUIDELINES.

Guidelines include congressional legislation affecting the Planning, Programming, Budgeting, and Execution System (PPBES) cycle, plus DoD and Army policies and regulations. Also affecting the PPBES. Guidelines further include applications in the contracting field and covers the Federal Acquisition Regulation (FAR), DoD instructions and service supplements. These guidelines are only generally applicable to the work; therefore, the incumbent must exercise initiative, resourcefulness, and experienced judgement in applying the guidelines to specific problems.

FACTOR 4. COMPLEXITY.

The work requires a broad and programmatic background with ability to manage TMO program planning, develop acquisition strategies, oversee financial status of TMO resources, and direct

the activities of contractors through contractual instruments. Fiscal management involves the RDT&E, APA and OMA appropriations, the FMS trust fund, customer reimbursable and direct cite funds. Incumbent has complete responsibility and authority for planning, developing, and managing the major portion of the procurement program. The procurement program involves a large number of contracts, representing a high dollar value and involving a variety of types of contracts covering research and development, production, training, and repair parts. The work requires continuing efforts to resolve unyielding problems. The tasks are characterized by little precedence, conflicting priorities, and frequent changes. Extensive analysis and probing are constantly entailed to isolate, define, and resolve issues and problems.

FACTOR 5. SCOPE AND EFFECT.

The purpose of the work is to provide expertise on business management matters to include resource management, acquisition and production management, and review and analysis. Incumbent plans and accomplishes the integration of all program planning for all assigned targets and target support systems. These targets systems, subsystems, and ground support systems support U. S. Army air defense weapon system developers, testers and users worldwide, as well as land combat targets development for the whole DoD.

FACTOR 6. PERSONAL CONTACTS.

Employee will have regular and recurring contacts with congressional staff members, all levels within the three services (Army, Navy and Air Force), the DoD, corporate level officials of major firms, and foreign government officials. The incumbent also represents the TMO at national and international conferences dealing with the budgeting and contracting processes.

FACTOR 7. PURPOSE OF CONTACTS.

Contacts are to provide technical expertise on TMO business management matters to include resource management, acquisition and production management and review and analysis. Contacts are also to exchange information, coordinate work efforts, resolve questions or problems, render technical advice, etc. Some contacts require the incumbent to provide technical information to convince other technical experts and managers to adopt technical approaches about which they may be skeptical. Discussions often involve serious conflicts.

FACTOR 8. PHYSICAL DEMANDS.

Work is primary sedentary in nature.

FACTOR 9. WORK ENVIRONMENT.

The work is almost exclusively performed in a typical government office setting with the incumbent visiting contractor facilities and other government agencies in the execution of the mission. Air travel is typically used when visiting contractor and other government agency facilities.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 09646

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."